

Kristin Arnett

Accountant

Longmont, CO 80501

kcasty@gmail.com

970-402-5865

Authorized to work in the US for any employer

Work Experience

Accountant

Kristi Hattig cpa - Longmont, CO

File 1040, 1120, 990, 1065's. Bookkeeping, payroll, quarterlies, 941's, sales tax

Front Office Manager/ Jr Tax Accountant

Martin J. Hepner CPA, PC - Loveland, CO

2015 to December 2017

File federal and state taxes under CPA Martin J. Hepner, organized scheduling for accountants, processed tax returns, performed administrative duty

Owner/ Operator

Stout Market - Loveland, CO

2013 to 2015

Executed proprietary recipes, served guests, maintained QuickBooks files, filed quarterly sales taxes and year end business taxes, organized community events

Bookkeeper & Account Supervisor

Elite Botanicals - Loveland, CO

2010 to 2013

Front office administrator, account supervisor, bookkeeper, and sales tax assistant

Education

Bachelor of Science in Accounting

Regis University - Denver, CO

Skills

Bookkeeping, etiquette, Excel, QuickBooks, sales tax, Tax Preparation, Accounts Payable, Accounts Receivable, General Ledger

Additional Information

Expertise:

- ✓ Income Tax Preparation
- ✓ Sales Tax
- ✓ Bookkeeping
- ✓ Bartending and Serving
- ✓ QuickBooks
- ✓ Excel, Word, PowerPoint
- ✓ Mixology
- ✓ Golf Etiquette